

AFTER SCHOOL SNACK PROGRAM



CHAPTER 22

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Overview of After School Snack Program	22.1
Eligible Programs.....	22.1
Eligible Sites	22.2
Reimbursement	22.2
Pricing	22.2
Times of Operation	22.3
Content of Meals.....	22.3
Chart 3 After School Snacks Meal Pattern	22.4
Record Keeping	22.5
Monitoring	22.5
Additional Requirements.....	22.5
After School Snack Program Review Form	22.6 – 22.7
Questions and Answers	22.8 – 22.9

AFTER SCHOOL SNACK PROGRAM

This chapter discusses programs that are eligible to run the After School Snack Program, the reimbursement guidelines, operation times, required records, monitoring and the requirements for a reimbursable snack.

After School Snack Program Overview

The Child Nutrition Reauthorization Act of 1998 allows reimbursement for snacks served to children through age 18, (and to individuals, regardless of age, who are determined by the State Agency to be mentally or physically disabled), who participate in programs organized to provide after school care. The intent of this provision is to assist schools and public/private nonprofit organizations to operate organized programs of care, which include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high risk behavior.

Eligible Programs

To be eligible to qualify for reimbursement under the After School Snack program, sites need to meet the following criteria.

- Must be run by a school that is approved to operate the National School Lunch Program.
- The purpose of these programs must be to provide care in after school settings.
- Programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. "Regularly scheduled" does not mean that the program must occur daily. Eligible programs do not need to establish a formal enrollment procedure, but they must have a means of determining which children are present on a given day, such as a roster or sign-in sheet.
- Eligible programs must include education or enrichment activities in organized, structured and supervised environments. Extracurricular activities such as the school choir, debate team, drama society, et al. can qualify to participate in this program ONLY if their basic purpose is to provide after school care as defined above. It must be emphasized that under no circumstances can organized athletic programs in interscholastic sports be approved as after school care programs under this provision. ***The key would be that they are open to all and do not limit membership for reasons other than space or security considerations.***

Eligible Sites

Any school sponsor that is approved to operate the NSLP may be reimbursed for snacks served to eligible children in eligible After School Snack Programs. The program can be started at any point in the year, with approval from the State Agency.

- The after school program **MUST BE** operated by the school and not some other organization. It must be offered after the school day has ended. The school does not have to use the school's personnel or regular school facilities to run the program.
- The school must retain final administrative and management responsibility for the program, including the site.
- The LEA must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements.

Reimbursement

- Schools may claim reimbursement for one snack, per child, per day. Seconds and adult snacks cannot be claimed.
- Children are eligible to participate through age 18. If a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year.
- Reimbursement may also be claimed for individuals, regardless of age, who are determined by the State Agency to be mentally or physically disabled.
- Sites in eligible areas (at least 50 percent of students are eligible for free or reduced price meals in NSLP) can claim reimbursement at the free rate for snacks served to all children eligible for snacks, regardless of each individual child's eligibility for free or reduced price lunches and breakfasts.
- Sites that are not in area eligible areas (do not meet the 50 percent criterion) may also serve after school snacks to students through age 18 and will receive reimbursement at the free, reduced-price, or paid rate depending on the eligibility status of the children receiving the snack.
- For non-area eligible sites, schools must have free and reduced-price applications to document eligibility for all meals served free or at a reduced price.

Pricing

- A school cannot charge children for snacks claimed at the free reimbursement rate.
- Charges for reduced price snacks may not exceed 15 cents.
- Charges for paid priced snack should be enough to cover the cost of food and labor.

Times of Operation

- The After School Snack Program applies to schools that provide care for children **after** their school day has ended. Under no circumstances may a school be reimbursed for snacks served in programs operated before or during the child's school day.
- Schools are not eligible to receive reimbursement for snacks served on weekends or holidays, including vacation periods.
- Children's eligibility is based on when their scheduled school day ends and not on whether or not the school continues in session. For example, if a kindergarten program ends at noon but the children remain in school under a care program as described above, snacks served to these children may be reimbursed under this provision. The same would be true for older children enrolled in schools that have split sessions.

Content of Meals

Snacks served under this provision must meet the meal pattern for snacks set forth below.

Snacks shall contain **two different components from the following four:**

- A serving of fluid milk as a beverage, or on cereal, or used in part for each purpose;
- A serving of meat or meat alternate;
- A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice, or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component;
- A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or enriched meal or flour; or a serving of cooked whole-grain or enriched pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur, or corn grits; or an equivalent quantity of any combination of these foods.

Page 22.4 contains a chart that defines the food components and minimum portion sizes.

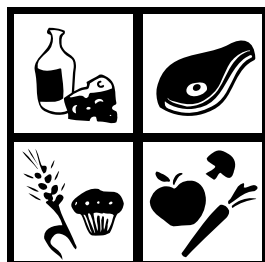


Chart 3 NATIONAL SCHOOL LUNCH PROGRAM MEAL PATTERN AFTERSCHOOL SNACKS

SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK

FOOD COMPONENTS AND FOOD ITEMS ¹	CHILDREN AGES 1 and 2	CHILDREN AGES 3-5	CHILDREN AGES 6-12 ¹
Milk			
Fluid milk	4 fl oz (1/2 cup)	4 fl oz (1/2 cup)	8 fl oz (1 cup)
Vegetable or Fruit²			
Juice ² , fruit, and/or vegetable	1/2 cup	1/2 cup	3/4 cup
Grains/Breads^{3, 4}			
Bread <i>or</i>	1/2 slice	1/2 slice	1 slice
Cornbread or biscuit or roll or muffin <i>or</i>	1/2 serving	1/2 serving	1 serving
Cold dry cereal ⁴ <i>or</i>	1/4 cup or 1/3 oz ⁴	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
Cooked cereal grains <i>or</i>	1/4 cup	1/4 cup	1/2 cup
Cooked pasta or noodles	1/4 cup	1/4 cup	1/2 cup
Meat/Meat Alternate^{5, 6, 7}			
Lean meat or poultry or fish ⁵ <i>or</i>	1/2 oz	1/2 oz	1 oz
Alternate protein products ⁶ <i>or</i>	1/2 oz	1/2 oz	1 oz
Cheese <i>or</i>	1/2 oz	1/2 oz	1 oz
Egg (large) <i>or</i>	1/2 large egg	1/2 large egg	1/2 large egg
Cooked dry beans or peas <i>or</i>	1/8 cup	1/8 cup	1/4 cup
Peanut or other nut or seed butters <i>or</i>	1 Tbsp	1 Tbsp	2 Tbsp
Nuts and/or seeds ⁷ <i>or</i>	1/2 oz ⁷	1/2 oz ⁷	1 oz
Yogurt ⁸	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

³ Grains/Breads must be whole-grain or enriched, or made from whole-grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole-grain, enriched, or fortified.

⁴ Either volume (cup) or weight (oz), whichever is less.

⁵ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁶ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁷ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁸ Yogurt may be plain or flavored, unsweetened, or sweetened – commercially prepared.

This chart is available on page I-15 of the Food Buying Guide.

Record Keeping

At a minimum, SFA's participating under this provision must maintain the following records:

- If all snacks are claimed free, documentation that the site is located in an area served by a school in which at least 50 percent of the students with access to the NSLP are certified eligible for free or reduced price meals
- For all other sites, documentation of free and reduced price eligibility for all children for whom free and reduced priced snacks are claimed (applications on file).
- Meal counts (total reimbursable snacks served to children for sites qualifying for free reimbursement for all children) and/or meal counts by type (free, reduced or full paying) for all other sites.
- Documentation of child's attendance on a daily basis (roster or sign in sheet).
- The same processes used with the NSLP should be used in the After School Snack Program. Example: FS4 Form showing consolidation numbers for the month.
- Documentation of compliance with meal pattern requirements. (Production Records)

Monitoring

Each After School Snack Program must be reviewed by the school food authority two times per year. The school food authority must make the first review during the first four weeks of snack service each school year. The second review can occur anytime before June 30th. These reviews must assess each site's compliance with counting and claiming procedures, and the snack meal pattern. The required review form is on page 22.6-22.7 and is in the Appendix.

Additional Requirements

Schools wishing to participate under this provision must provide sufficient information on the CNP 2000 site sheets to enable the State Agency to determine whether or not the program is eligible. Qualification for free reimbursement for all meals based on area eligibility will be determined by the State Agency.

If your district wants to apply for this program after the renewal time, please update the site sheets on CNP 2000 and call the State Agency for reapproval of the sponsor application.

AFTER SCHOOL SNACK PROGRAM REVIEW

- ☐ Fall Review
☐ Spring Review

District No. _____ School Name _____

Participant Name _____ Date _____

The Point of Service Counting System Review for the After School Snack Program is completed by observing the meal counting system and asking questions about the process of counting the meals by category. This is to be completed the first four weeks of the school year and again in the Spring before the program closes. Keep on file in your office for review by the State Agency.

<u>YES</u>	<u>NO</u>	<u>NA</u>	<u>QUESTION</u>
			<u>FOR ALL SITES</u>
			Does the After School Care Program provide children with regularly scheduled educational / enrichment activities in an organized, structured and supervised environment?
			Are records kept showing actual meal counts on a daily basis?
			Is documentation of individual children's attendance taken on a daily basis?
			Do the reimbursable snacks served meet minimum requirements? If snack doesn't meet minimum requirements it can not be counted on claim as reimbursable.
			Are Production Records being completed daily?
			Is reimbursement claimed for no more than one snack, per child, per day? The counting system must ensure that seconds are not claimed for reimbursement.
			Are meal counts recorded at the point of service?
			Is this program available to any student enrolled in school?
			Is documentation of numbers for the month being completed? Example: FS-4 form.
			<u>SITES UNDER 50% LOW-INCOME ELIGIBILITY</u>
			For the current month, are the daily meal counts on the FS-4? Are Daily Record of Meals Served for free, reduced, and full-priced meals at this feeding site <u>less than</u> the number of free and reduced applicants and full priced students enrolled? What eligibility categories are overclaimed? Justification for overclaim?
			Does the meal counting system count meals according to each individual student's eligibility category of either free, reduced, or full price? No snack count category may be backed out of the other numbers.
			Is there a current master list of approved free and reduced applicants available for reference when counting during snack service?
			Has the roster eligibility category been updated to match changes on the master list of free and reduced students?

			Did the person checking the trays receive adequate training on the After School Snack Program? A trained adult must check the snacks at the end of the serving line to ensure that the snack can be counted for reimbursement.
			Is there a trained backup for Point of Service (POS) available when the trained adult is not present? Written meal counting procedures should be available for each feeding site for reference. Tray counts <u>cannot</u> be used.
			Are adult snacks being claimed for reimbursement? (Adult meals are not reimbursable.)
			Is overt identification of free and reduced students taking place? Overt identification due to color-coding, size difference, etc. on the roster or tickets is not allowed.
			Is low-income application information or the student's eligibility category kept strictly confidential by all staff members involved with the process?

SNACK SERVED ON DAY OF REVIEW:

MENU

SERVING SIZES

COMMENTS:

WRITE A CORRECTIVE ACTION PLAN ON ALL "NO" ANSWERS AND RE-EVALUATE PROGRAM WITHIN 30 DAYS TO ENSURE PROBLEMS HAVE BEEN CORRECTED. DOCUMENT DATE(S) PROBLEMS ARE CORRECTED.

After School Snack Leader Signature

Reviewer's Signature

Date

Date

Questions and Answers

- (1) Is my After School Care Program eligible under the NSLP?

ANSWER:

In order for a site to participate, your school district must be a National School Lunch Program sponsor. Additionally, the school district must sponsor or operate an after school care program that provides children with regularly scheduled educational or enrichment activities in a supervised environment. Contact your State Education Agency for further information regarding program eligibility.

- (2) How is “area eligible” defined?

ANSWER:

An After School Care Program site is “area eligible” if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals. For example, if a high school with less than 50 percent free or reduced price eligibility is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the After School Care Program located in the high school would be area eligible.

- (3) If my site is not area eligible, must I take applications for individual students to determine whether they are eligible for free or reduced price benefits?

ANSWER:

Since your school district is already participating in the NSLP, it will have free and reduced price meal applications on file. The eligibility determinations for those applications would apply for both the lunch and snack service under the NSLP. If an approved free or reduced price meal application is not on file, the school district will earn the paid rate of reimbursement for snacks served to that student unless the student submits an application and is approved for free or reduced price meal benefits.

- (4) How much will my school get for serving snacks?

ANSWER:

Snacks served in After School Snack Programs that are “area eligible” will be reimbursed at the free rate, regardless of an individual student’s eligibility for free or reduced priced lunches. Snacks served in After School Snack Programs that are not area eligible will be reimbursed at the free, reduced price and paid rate depending on each individual’s eligibility for free or reduced price meals. The reimbursement rates are adjusted annually. For the current reimbursement rates visit the CNP website.

- (5) When you have an after school program that serves children from several different schools at a “low income” school how do you figure the percent of low income children? How do you work with the numbers in an example like this?

ANSWER:

To qualify the site as “low income” the low-income determination is based on the children with access to the school lunch program at the low-income school only. The percentage must be over 50% low income. To figure this divide the number of children approved for free and reduced priced meals by the number of children with access to school lunch. Example: Take number of children in grades 1 through 6 who are approved for free and reduced priced meals divided by the enrollment for grades 1 through 6 multiply the result by 100.

$$\frac{105 \text{ “low income” children}}{200 \text{ enrollment}} \times 100 = 52.5\%$$

$$(105 / 200 \times 100 = 52.5\%)$$

The school site in this example qualifies as a low-income site and receives free reimbursement for all children served after school snacks.

- (5) What if the low-income sites are enrolled and not open to everyone? Does this mean that this site can still participate as a low-income site and receive the free reimbursement rate for all snacks?

ANSWER:

If a site limits their enrollment by space alone that is OK. BUT - if a site limits the students for example to only children that are doing poorly in math - this is not OK and would not qualify for snack reimbursement under this nutrition program.

- (7) Is it OK for a site to charge a tuition?

ANSWER:

There is no problem if a site charges tuition for the After School Program.

- (8) Is there an enrolled site criteria as in Summer Food Service Program? If half of the children enrolled in the After School Program are free or reduced, can the site be low income and collect free reimbursement for all snacks?

ANSWER:

No. If the school itself does not have over 50% of its children with access to school lunch qualified for free or reduced lunch, then the After School Program can only claim reimbursement by eligibility type: Free, reduced, and paid. Students must be counted by name and eligibility for the claim.